

Special Board of Trustees Meeting - Budget Hearing

Tuesday, September 5, 2023 5:00 PM

Concordia Campus, 2221 Campus Drive, Concordia, KS 66901

- 1. ITEM NO: 1**
AGENDA ITEM: Call to Order – 5:00 pm
ITEM TYPE:
COMMENT:

- 2. ITEM NO. 2**
AGENDA ITEM: Pledge of Allegiance
ITEM TYPE:
COMMENT:

- 3. ITEM NO. 3**
AGENDA ITEM: Adopt Agenda
ITEM TYPE: Decision
COMMENT:

Parliamentary rules recommend the adoption of the Agenda.

RECOMMENDED ACTION:
Adopt the Agenda for the September 5, 2023 Board of Trustees meeting.

- 4. ITEM NO. 4**
AGENDA ITEM: Revenue Neutral Rate (RNR) Hearing 2023-2024 – 5:00 PM
ITEM TYPE: Decision
COMMENT:
The Board of Trustees will entertain public comment relative to the 2023-2024 revenue neutral rate for 15 minutes from those who are in attendance. We request that individual comments be held to five minutes. This time limit may be reduced depending on the number of attendees intending to share public comment. The materials have been prepared and made available to the

public and are available at the meeting.

Following public comments, the Chairman of the Board of Trustees will close the hearing to act on the resolution with polling of each Board member by the Clerk of the Board as required.

5. **ITEM NO. 5**

AGENDA ITEM: Approval of Resolution to Exceed the RNR Rate 2023-2024

ITEM TYPE: Decision

COMMENT:

The Board of Trustees will take action on the 2023-2024 RNR resolution. At this time, the Board of Trustees is approving to exceed the revenue neutral rate in preparation to levy a property tax for the 2023-2024 budget. All of this information is contained in the Notice of Public Hearing as printed in the newspaper, available to the public and is available at this meeting.

RECOMMENDED ACTION: Approve the Resolution to exceed the RNR rate of 28.020 mills for tax year 2023-2024.

6. **ITEM NO. 6**

AGENDA ITEM: Public Hearing 2023-2024 Budget – 5:20 PM

ITEM TYPE: Decision

COMMENT:

The Board of Trustees will entertain public comment relative to the 2023-2024 budget for 15 minutes from those who are in attendance. We request that individual comments be held to five minutes. This time limit may be reduced depending on the number of attendees intending to share public comment. The materials have been prepared and made available to the public and will

be available at this meeting.

Following public comments, the Chairman of the Board of Trustees will close the hearing.

7. **ITEM NO:** 7
AGENDA ITEM: Approval of 2023-2024 Budget
ITEM TYPE: Decision

COMMENT:

The Board of Trustees will take action on the 2023-2024 budget. At this time, the Board of Trustees is approving the amount of tax funds to be requested and setting on the maximum expenditure budget for the 2023-2024 year. All of this information is contained in the Notice of Public Hearing as printed in the newspaper, available to the public and is available at this meeting.

RECOMMENDED ACTION: Approve the 2023-2024 budget as published.

8. **ITEM NO:** 8
AGENDA ITEM: 2023-2024 Master Contract
ITEM TYPE: Decision

COMMENT:

The Master Contract for Fiscal Year 2023-2024 is presented for approval.

RECOMMENDED ACTION: Approve the Master Contract for Fiscal Year 2023-2024.

9. **ITEM NO:** 9
AGENDA ITEM: 2023-2024 Compensation for Administrative Personnel
ITEM TYPE: Decision

COMMENT:

The President recommends the Board of Trustees approve a salary increase of 3% to the base salary

of each full-time administrative employee who were in their current position or have not received a compensation adjustment by April 1, 2023.

RECOMMENDED ACTION: The President recommends the Board of Trustees approve a salary increase of 3% to the base salary of each full-time administrative employee who were in their current position or have not received a compensation adjustment by April 1, 2023. These salary increases are effective July 1, 2023.

10. **ITEM NO:** 10

AGENDA ITEM: 2023-2024 Compensation for Support Staff Personnel

ITEM TYPE: Decision

COMMENT:

The President recommends the Board of Trustees approve a salary increase of 3% to the base salary of each full-time support staff employee and approve that no wage for full-time support staff employees be below \$13 per hour for those support staff employees who were in their current position or have not received a compensation adjustment by April 1, 2023.

RECOMMENDED ACTION: The President recommends the Board of Trustees approve a salary increase of 3% to the base salary of each full-time support staff employee and approve that no wage for full-time support staff employees be below \$13 per hour for those support staff employees who were in their current position or have not received a compensation adjustment by April 1, 2023. These wage increases are effective July 1, 2023.

11. **ITEM NO:** 11

AGENDA ITEM: Coordinator of Residence Life
ITEM TYPE: Decision
COMMENT:

RECOMMENDED ACTION: Approve the appointment of the Coordinator of Residence Life on a full-time, professional employee contract effective on October 2, 2023.

12. **ITEM NO:** 12
AGENDA ITEM: Jenzabar Maintenance Support Agreement Renewal for 2023-2024
ITEM TYPE: Decision
COMMENT:

RECOMMENDED ACTION: Approve the renewal of the Jenzabar maintenance and remote services for the 2023-2024 academic year in the amount out \$176,453, beginning October 1, 2023 and authorize payment from Tech Fees.

13. **ITEM NO:** 13
AGENDA ITEM: Adjournment
ITEM TYPE:
COMMENT:

Board of Trustees
Cloud County Community College

September 5, 2023
5:00 PM

Special Board Meeting
Budget Hearing

MISSION

Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

**Cloud County Community College
Board of Trustees
September 5, 2023**

ITEM NO: **1**

AGENDA ITEM: Call to Order – 5:00 pm

ITEM TYPE:

COMMENT:

ITEM NO. **2**

AGENDA ITEM: Pledge of Allegiance

ITEM TYPE:

COMMENT:

ITEM NO. **3**

AGENDA ITEM: Adopt Agenda

ITEM TYPE: Decision

COMMENT:

Parliamentary rules recommend the adoption of the Agenda.

RECOMMENDED ACTION:

Adopt the Agenda for the **September 5, 2023** Board of Trustees meeting.

Cloud County Community College
Board of Trustees
September 5, 2023

ITEM NO. **4**

AGENDA ITEM: Revenue Neutral Rate (RNR) Hearing 2023-2024 – 5:00 PM

ITEM TYPE: Decision

COMMENT:

The Board of Trustees will entertain public comment relative to the 2023-2024 revenue neutral rate for 15 minutes from those who are in attendance. We request that individual comments be held to five minutes. This time limit may be reduced depending on the number of attendees intending to share public comment. The materials have been prepared and made available to the public and are available at the meeting.

Following public comments, the Chairman of the Board of Trustees will close the hearing to act on the resolution with polling of each Board member by the Clerk of the Board as required.

ITEM NO. **5**

AGENDA ITEM: Approval of Resolution to Exceed the RNR Rate 2023-2024

ITEM TYPE: Decision

COMMENT:

The Board of Trustees will take action on the 2023-2024 RNR resolution. At this time, the Board of Trustees is approving to exceed the revenue neutral rate in preparation to levy a property tax for the 2023-2024 budget. All of this information is contained in the Notice of Public Hearing as printed in the newspaper, available to the public and is available at this meeting.

RECOMMENDED ACTION: Approve the Resolution to exceed the RNR rate of 28.020 mills for tax year 2023-2024.

**Cloud County Community College
Board of Trustees
September 5, 2023**

ITEM NO. **6**

AGENDA ITEM: Public Hearing 2023-2024 Budget – 5:20 PM

ITEM TYPE: Decision

COMMENT:

The Board of Trustees will entertain public comment relative to the 2023-2024 budget for 15 minutes from those who are in attendance. We request that individual comments be held to five minutes. This time limit may be reduced depending on the number of attendees intending to share public comment. The materials have been prepared and made available to the public and will be available at this meeting.

Following public comments, the Chairman of the Board of Trustees will close the hearing.

ITEM NO: **7**

AGENDA ITEM: Approval of 2023-2024 Budget

ITEM TYPE: Decision

COMMENT:

The Board of Trustees will take action on the 2023-2024 budget. At this time, the Board of Trustees is approving the amount of tax funds to be requested and setting on the maximum expenditure budget for the 2023-2024 year. All of this information is contained in the Notice of Public Hearing as printed in the newspaper, available to the public and is available at this meeting.

RECOMMENDED ACTION: Approve the 2023-2024 budget as published.

**Cloud County Community College
Board of Trustees
September 5, 2023**

ITEM NO: **8**

AGENDA ITEM: 2023-2024 Master Contract

ITEM TYPE: Decision

COMMENT:

The Master Contract for Fiscal Year 2023-2024 is presented for approval.

RECOMMENDED ACTION: Approve the Master Contract for Fiscal Year 2023-2024.

ITEM NO: **9**

AGENDA ITEM: 2023-2024 Compensation for Administrative Personnel

ITEM TYPE: Decision

COMMENT:

The President recommends the Board of Trustees approve a salary increase of 3% to the base salary of each full-time administrative employee who were in their current position or have not received a compensation adjustment by April 1, 2023.

RECOMMENDED ACTION: The President recommends the Board of Trustees approve a salary increase of 3% to the base salary of each full-time administrative employee who were in their current position or have not received a compensation adjustment by April 1, 2023. These salary increases are effective July 1, 2023.

Cloud County Community College
Board of Trustees
September 5, 2023

ITEM NO: **10**

AGENDA ITEM: 2023-2024 Compensation for Support Staff Personnel

ITEM TYPE: Decision

COMMENT:

The President recommends the Board of Trustees approve a salary increase of 3% to the base salary of each full-time support staff employee and approve that no wage for full-time support staff employees be below \$13 per hour for those support staff employees who were in their current position or have not received a compensation adjustment by April 1, 2023.

RECOMMENDED ACTION: The President recommends the Board of Trustees approve a salary increase of 3% to the base salary of each full-time support staff employee and approve that no wage for full-time support staff employees be below \$13 per hour for those support staff employees who were in their current position or have not received a compensation adjustment by April 1, 2023. These wage increases are effective July 1, 2023.

ITEM NO: **11**

AGENDA ITEM: Coordinator of Residence Life

ITEM TYPE: Decision

COMMENT:

RECOMMENDED ACTION: Approve the appointment of the Coordinator of Residence Life on a full-time, professional employee contract effective on October 2, 2023.

**Cloud County Community College
Board of Trustees
September 5, 2023**

ITEM NO: **12**

AGENDA ITEM: Jenzabar Maintenance Support Agreement Renewal for 2023-2024

ITEM TYPE: Decision

COMMENT:

RECOMMENDED ACTION: Approve the renewal of the Jenzabar maintenance and remote services for the 2023-2024 academic year in the amount of \$176,453, beginning October 1, 2023 and authorize payment from Tech Fees.

ITEM NO: **13**

AGENDA ITEM: Adjournment

ITEM TYPE:

COMMENT:

Cloud County Community College
BOARD OF TRUSTEES
Special Meeting Outline
for **September 5, 2023**

Meeting Place: Room 257
Time: **5:00 PM**

- I. Call to Order
- II. Pledge of Allegiance
- III. Adopt the Agenda
- IV. Revenue Neutral Rate (RNR) Hearing 2023-2024 – 5:00 pm
- V. Approval of Resolution to Exceed the RNR Rate 2023-2024
- VI. Public Hearing 2023-2024 Budget – 5:20 pm
- VII. Approval of 2023-2024 Budget
- VIII. 2023-2024 Master Contract
- IX. 2023-2024 Compensation for Administrative Personnel
- X. 2023-2024 Compensation for Support Staff
- XI. Coordinator of Residence Life
- XII. Jenzabar Maintenance Support Agreement Renewal for 2023-2024
- XIII. Adjournment

Next Meeting: **September 26, 2023**

MISSION STATEMENT

Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

Memorandum

To: Board of Trustees

From: Caesar Wood, Vice President for Administrative Services

CC: Amber Knoettgen, President

Date: 9/5/2023

Re: Authorization to exceed the Revenue Neutral Rate

Cloud County Community College receives a tax levy on the taxable tangible property from our district to finance a portion of the budget not financed from any other source provided by law. Based on the preliminary assessed valuation of \$132,499,872 provided by the Cloud County clerk, there will be an increase in revenue produced by property taxes. In accordance with SB 13, the College's governing body (Board of Trustees) is required to approve a resolution to accept any increased amount of revenue produced by property taxes that exceeds the revenue neutral rate. College administration recommends preserving the operational mill levy at 25.161 mills and the capital outlay levy at 3.944 mills allowing the taxes levied at the same overall rate of 29.105 total, but higher than the revenue neutral rate of 28.020. We recommend approving resolution 2023-01 authorizing the college to exceed the RNR published rate.

RECOMMENDED ACTION: Approve Resolution 2024-01 authorizing CCCC to exceed the revenue neutral rate for 2023-2024.

Coordinator of Residence Life Position. The Search Committee and the President recommends the appointment of the Coordinator of Residence Life effective October 2, 2023.

Recommended Action: Approve the appointment of the Coordinator of Residence Life on a full-time, professional employee contract effective on October 2, 2023.

Memorandum

To: Board of Trustees

From: Caesar Wood, Vice President for Administrative Services

CC: Amber Knoettgen, President

Date: 9/5/2023

Re: Jenzabar Maintenance and Support Agreement Renewal for 2023-2024

Cloud County Community College selected and purchased Jenzabar in 2005 as their enterprise resource planning (ERP) software. This software supports functions critical to the college operations such as admissions, advising, financial aid, student records, human resources and accounting operations. Because of the college's investment and the critical nature of the software, it is necessary to continue maintenance and remote server management services with Jenzabar. Following are the recommendations related to the execution of an agreement with Jenzabar for the 2023-2024 year:

- Jenzabar Maintenance Plan - **\$134,378** – This maintenance plan keeps the college current on the Jenzabar EX software (fixes, enhancements, and government reporting). It also allows specified college employees to contact Jenzabar Help Desk to obtain support.
- JICS / iCloud Maintenance - **\$1,000** – The college's iCloud portal is a customization of Jenzabar's JICS product. The college uses this portal to communicate with students about their course schedule, grades and billing statements. The college also uses this portal to communicate with employees about timecard and payroll information, leave accrual, and other employment-related information. Additionally, employees are able to submit and track requisitions for purchases through iCloud.
- Nelnet Enterprise Interface Custom Maintenance - **\$1,800** – The college outsources payment plans and credit cards to Nelnet. Students are able to access the Nelnet website via the college's iCloud portal. This interface allows student payment plans with Nelnet to be updated programmatically based on changes occurring to the student's account in Jenzabar.
- Accuplacer Custom Maintenance - **\$1,000** – The college administers Accuplacer placement testing to determine if students are ready for college-level courses. This interface allows student test scores to automatically upload in Jenzabar.

- Certification Roster Custom Maintenance - **\$1,000** – Faculty use certification rosters to confirm students are attending classes in order to verify their financial aid eligibility. This interface allows faculty to electronically submit certification rosters through iCloud.
- Infomaker - **\$7,375** – Infomaker provides an easy-to-use reporting tool for reports and forms through Jenzabar without using any SQL codes. This tool enables non-technical staff members the ability to create sophisticated reports and forms through wizards and point-and-click query construction to gather data from Jenzabar.
- Remote Server Management Services (RSMS) – **\$29,900** – RSMS provides ongoing “behind the scenes” support to ensure the server housing the Jenzabar software is consistently maintained, and applicable updates are made in a timely manner with minimal interruption to daily operations.

It should be noted that training needs for the 2023-2024 year have not yet been solidified, and therefore have not been included in this recommendation. We will request Board authorization for the purchase of training services from Jenzabar if the need arises. **This year’s renewal has a 9.9% increase from last year’s rate.**

RECOMMENDED ACTION: Approve the renewal of the Jenzabar maintenance and remote services for the 2023-2024 academic year in the amount of \$176,453, beginning October 1, 2023, and authorize payment from Tech Fees.